

PACKET
Information Technology Committee Meeting
Monday, September 9, 2019 – 6:00 p.m.
Administration Building
Room 240 (ERP) – Administration Building 2nd Floor
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES Information Technology Tuesday, August 12, 2019
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Minutes of the August 12, 2019 Information Technology meeting held in the Dodge County Administration Building, in Room 240 (ERP), Second Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM

Members Present: Donna Maly, Tim Kemmel, Kevin Burnett, and Mary Bobholz.

Members Absent /Excused: David Guckenberger excused

Also Present: James Mielke – County Administrator; Justin Reynolds – County IT Director

Meeting called to order at 6:01 p.m. by Committee Chair Maly

Public Comment: None

Previous Committee Meeting Minutes: Motion by Kemmel, 2nd by Bobholz to approve the minutes of the July 16, 2019 Committee meeting. Motion carried. Guckenberger excused.

Meeting Per Diem(s)

Review, Consider, Discuss and Take Action: Meeting Per Diem(s) Chair Donna Maly – ERP Project: Motion by Kemmel, 2nd by Burnett to approve per diems for the following dates:

- July 22nd, 2019 (*Tyler Conf. & PMO*)
- July 29th, 2019 (*PMO Meeting*) 11-12
- July 29th, 2019 (*ERP Team Conference*) 15-16:10
- Aug. 5th, 2019 (*ERP Steering Committee*)
- Aug. 5th, 2019 (*GL Power Users Training*)

Maly abstention. Motion carried. Guckenberger excused.

Review, Consider, Discuss, Take Action: Department Policies

Reynolds provided an update regarding the discussion with Info-Tech Research Group for policy templates, contracts review, vendors/solution research, dedicated advisor, 5-day workshops, and the different service levels. Maly/Reynolds expressed the significance with an outside expert advisor for policies, contracts, and vendor research. Reynolds shared the costs difference between the basic, management, and onsite workshop service level bundles; which the goal of the IT Committee and County is to be cost effective while providing the right balance of outside industry expert opinions for policies, contracts, and vendor solutions. The IT Committee advised the IT Department to continue the discussions with Info-Tech Research Group, and work within the demands of the 2020 IT Budget to recommend a possible partnership service level bundle.

Update – Department Continuous Improvement:

Reynolds provided a brief departmental improvement update for system upgrades, but no detailed to report at this time.

Update – Information Technology Project Status Report:

Aug. 12th **Courthouse Audio/Visual Project** status, Reynolds shared the project is continually making progress, but experiencing some challenges. Overall, the project is on schedule with slight delays, and expenditures are within the approved project budget. Reynolds shared the delays were related to a touch-panel layout, video converters, and schedule adjustments. Reynolds shared the first courtroom, Branch#1, took approximately eight week, and was commissioned on August 6th with great results. The second courtroom scheduled for construction, Branch#5, started construction on August 7th. Supervisor Bobholz inquired regarding the impact of the delays, and the overall remaining project schedule. Reynolds provided an overview of the overall project schedule, and mentioned the project is still within the original deadline of Dec. 1st, 2019. As of Aug. 12th, the remaining courtrooms have a 4-week construction timeframe per courtroom/branch.

For the Aug. 12th **ERP Financial Project** status, Mielke/Maly/Reynolds shared the ERP functional team completed the June/July testing and training, reconciled the budget years of 2017 & 2018 within the new ERP system, and have started the power users testing and training for August, September, and October. The first week of power users went well, and the functional team was adjusting the security and workflow configuration as needed. Reynolds/Mielke shared that the project schedule and budget is progressing very well. Reynolds shared the ERP project team has scheduled all events for power users & end user training up to GO-LIVE, and the project/functional team will also provide ERP 101 trainings on Fridays in October. Maly/Mielke shared their appreciation to the functional team, power users, end users, and project team for their time and dedication to the success of the ERP implementation.

For the **Highway CHEMS Project**, Maly inquired about the project's schedule and progress. Reynolds shared that Highway has taken the lead on the project with a collaborative team approach with the Information Technology department. The CHEMS Project team is comprised of Highway, Finance, and Technology personnel. Reynolds shared the team has established a bi-weekly status calls, and also established financial daily, weekly, monthly, and yearly balance between CHEMS and the ERP financial system. With the goal of "system ready" on Sept. 30th, 2019, the CHEMS project team established a working weekly milestones with the DOT implementation consultant, which the progress has been within the expected timeframe. Reynolds shared the CHEMS project is moving well with the weekly milestones, bi-weekly status calls, HWY Office personnel, and dedicated DOT implementation assistance.

For the **Information System Projects**, Reynolds shared the Database team is actively involved with the Financial, HWY, Human Resources (HR), Human Services (HS), Register of Deeds (RoD) and Land-Resources-Parks (LRP) initiatives. The team is finalizing budget numbers for the 2020 various systems upgrades.

For the **Network Infrastructure Projects**, Reynolds shared the Network team has been working on the proposals to replace the aging network switches for the Courthouse, Highway, and Clearview, which the team has a request for approval later in the agenda. Reynolds provided an update regarding the Network Services Team research on potential server infrastructure for both redundant data centers, plus business continuity disaster recovery site. Reynolds shared the goal is to provide a consistent and reliable infrastructure for current and near future needs for the approximately 5-year life-cycle.

For the **Technology Services Projects**, Reynolds shared the Tech Services teams has been working on the proposals for the 2020 computer life-cycle refresh that includes the Administration building, Sheriff, LRP, and Clearview computers. Reynolds shared the team is planning for cost effective computers that exceed the needs of each individual department, and the team has a similar consistent, secure, and reliable 4-to-5-year computer life-cycle.

Update, Discuss: Information Technology Strategic Action Steps

For the Dodge Co. IT **2020 Budget**, Reynolds shared the IT Department is collectively working through the details of the budget. At the time, Reynolds shared the unsolidified budget will be within the overall strategic initiatives of the County operations, and the IT Department is reviewing all potential cost comparison scenarios to provide the right balance to the County IT 2020 initiatives. Maly/Committee requested a high overview presentation of the 2020 Information Technology Department Budget during the next IT Committee meeting.

Dodge Co. **Broadband Workgroup**, Reynolds shared the workgroup's Request for Interest (RFI) was successful. The County has multiple service providers interested in partnering with the County to improve the overall Broadband service throughout the County and for the State grant application process.

Dodge Co. **Municipal/Public Safety Information Technology Support**, Maly/Reynolds shared the importance of collaborating and with the local municipal/public safety agencies. Reynolds shared the interests and discussions have been very productive, and the IT Department will continue the discussions with interested agencies. Reynolds has a planned trip to Wausau, WI to meet with a fellow IT Director for the City-County Information Technology Commission (CCITC) that support Marathon Co., Municipalities, and a regional health agency. Committee requested a follow-up report after CCITC visit.

Action: Information Technology Strategic Action Steps:

Review, Consider, Discuss and Take Action: Motion to **Resolution to abolish Database Administrator & create IT System Analyst position.** Discussion by Maly/Reynolds regarding 2019 budgeted wage & benefits for the vacant database administrator position would cover the IT System Analyst within 2019. Reynolds shared the IT System Analyst position would also provide a much needed IT focused and preventative approach to the assigned department operations and systems. Motion by Kemmel, 2nd by Burnett to approve Resolution to abolish Database Administrator & create IT System Analyst position. Motion carried. Guckenberger excused.

Review, Consider, Discuss and Take Action: **Motion to Approve Network Switch Infrastructure Purchase(s) for Clearview, Highway, & Courthouse.** Discussion by Reynolds regarding the recommended network switch manufacture, costs analysis, feature comparison, and data-driven decision. Reynolds shared the recommendation has a significant cost savings, providing equivalent service, and longer support. The recommended purchase compared to alternative solution has a savings of approximately \$25,000 per year for 5-years. The overall purchase was approximately \$100,000 with each department under budget. Reynolds shared his appreciation to the Network Services team with their due diligence and research. Motion by Bobholz, 2nd by Burnett to Approve Network Switch Infrastructure Purchase(s) for Clearview, Highway, & Courthouse. Motion carried. Guckenberger excused.

Future Agenda Items:

Burnett/Maly/Committee requested a high overview of the 2020 Information Technology Department Budget during the next IT Committee meeting.

Adjournment: The meeting was adjourned at the Order of the Committee Chair at 7:31 p.m.

Next Meeting Date: Monday September 9, 2019 at 6:00 p.m. – ERP Project Room

IT Committee Meetings scheduled – 2nd Monday of each month @ 6:00pm

Donna Maly, Chair

September 9, 2019

Date

David Guckenberger, Secretary

September 9, 2019

Date

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Monday, September 9, 2019 – 6:00 p.m.
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Room 240 (ERP) – Administration Building 2nd Floor
127 East Oak Street, Juneau, Wisconsin 53039

CONSIDER, TAKE ACTION: Department Policies

- Info-Tech Research Group (150+ *Policies Examples, Contract Assistance, Vendor/Solution Research*)
 - Management Bundle (*1 advisory access, premium access, 2 Team Users, 1 Live Event, Policies*)
- NIST Cybersecurity Framework - SANS Information Security Policy Templates
 - <https://www.cisecurity.org/wp-content/uploads/2019/08/NCSR-SANS-Policy-Templates.pdf>
 - <https://www.sans.org/security-resources/policies>

UPDATE, DISCUSS: Information Technology Strategic Action Steps

- Dodge County Information Technology (IT) 2020 Budget
 - 2019 & 2020 Mini-Budget Summary
- Dodge County Broadband Work Group Update
- Dodge County Municipal/Public Safety Information Technology Support

CONSIDER, TAKE ACTION: Department Continuous Improvement

- 2019 Nationwide Cybersecurity Review (NCSR) Self-Assessment (NIST CSF)(DHS)(MS-ISAC)
- Wisconsin Counties Association – Sept. 22nd – 24th
- MS Teams Summit 2019 Chicago – Sept. 24th (*Out of State*)
 - Location: Microsoft Training Center, Chicago
 - Costs: FREE sessions – miles only ~ \$175 round trip
 - Overall: Implementation Best-Practices
 - Sessions: integration, migration, governance, workflow, change mgmt., content mgmt., & records mgmt.
 - Customer Experiences, Insight & Feedback
 - In-depth live-demonstrations
- GIPAW Fall Conference – Sept. 26th – 27th
- Server Infrastructure Proof-of-Concept Briefing – Dec. (*Out of State*)
 - Similar to 2018 visit to Dallas, TX for storage and compute briefing (3-personell)(IT-Borrowing)
 - Location: Boston, MA
 - Costs: FREE sessions – (3-personell) airfare \$900 & hotel \$900 (possibly included)
 - Overall: 2020 Server Infrastructure Proof-of-Concept for Juneau & DR-Site
 - Server & Core Network Manufacture Future Roadmap

UPDATE: Information Technology Projects Status Reports

- Courthouse Audio/Visual Project
 - Project Status & Schedule
 1. Courtroom Branch #1 – go-live 8/7/2019
 - a. 2-week adjustment (*touch panel programming, camera converter, & schedule*)
 2. Courtroom Branch #5 – go-live 9/16/2019
 - a. 1-week adjustment (*older equipment removal, POD-B, networking adjustments*)
 3. Courtroom Branch #2, #3, & #4
 - a. 11-weeks remaining until Project Completion Target 12/1/2019
 - b. Approximately 3.5-weeks per courtroom
 4. Budget (*on-target with 72% of contingency remaining*)
 - a. Change Order #1 = AV Network Switches – return (\$11,840) to BID
 - b. Change Order #2 = JA Courtroom Audio Selector - \$9,884
 - c. Change Order #3 = QSC Camera Issues & Crestron Buttons - \$13,325

- ERP Project

- Project Status & Schedule

1. Functional Team – June/July Testing & Training – COMPLETED
2. Power Users – Aug/Sept/Oct Testing & Training – In-Progress
3. GFOA Financial Best Practices Quick Reference – Sept. 9th & Oct. 7th
4. Tyler Munis 101 Training – Friday's in October
5. Board of Supervisors – Oct. 15th ERP Update
6. **System Ready (Oct. 18th)**
7. Tyler Munis 201 Training - Department Head Training Oct. 23rd & 24th
8. End Users – Oct/Nov/Dec Training
9. ERP System Integration
 - a. HR System
 - b. Other systems
10. ERP Budget

- Information Systems Projects

- Highway DOT CHEMS Project Schedule

Aug.12--16 = CHEMS Import all data files – COMPLETED
Aug.19--23 = CHEMS DOT testing import files – COMPLETED
Aug.26--30 = CHEMS HWY (Office) testing import files – COMPLETED
Aug.26--30 = CHEMS HWY (Office) testing import files – IN-PROGRESS
Sept.9--13 = CHEMS HWY (Office) Training – SCHEDULED
Sept.16--20 = Dodge Co. Budgeting
Sept.23--27 = CHEMS (TBD)
Sept.30 = "system-config-ready"
Oct.1--4
Oct.7--11 = CHEMS HWY (User) Training
Oct.14--18
Oct.18 - ERP "system-config-ready"
Oct.21--25
Oct.23--24 - ERP Dept.Head 201 Training
Oct.28--31
Nov.4--8 = CHEMS HWY (User) Training
Nov.11--15
Nov.15 = ERP Contracts Training (HWY Office)
Nov.18--22
Nov.25-29
Dec.2--6
Dec.5 = ERP AP-PCARD Training (HWY Office)
Dec.9--13
Dec.12 = ERP AR-GB-CASH Training (HWY Office)
Dec.16--20
Dec.16 = ERP Projects-Grants Training (HWY Office)
Dec.23--27 = Christmas
Dec.30-31 = New Year
Jan.1,2020 = CHEMS "GO-LIVE"

- Highway DOT CHEMS Project Data Files

1. Vendor Master File - COMPLETED
2. Activity Code List File - COMPLETED
3. Asset Equip. File (roads, buildings, GASBI-34) – TESTING
4. Budget - Chart-of-Accounts – COMPLETED (aligned with MUNIS)
5. Employee Roster file - COMPLETED
6. Equip. Rates File – COMPLETED
7. Equipment File - TESTING
8. Equipment Master List - TESTING
9. Fuel & Lube file - TESTING
10. Fuel System File (HOLD)
11. Inventory Parts File - TESTING
12. Jobs File - TESTING
13. Matrix (Lube) (HOLD)
14. Pay Rates from HR – TESTING

- Information Systems Projects
 - Database Inventory Assessment & Migration Plan
 - Human Services – Hosted 2020
 - Human Resources – 8.1 Upgrades (flash end-of-life 12/2020)
- Network Infrastructure Projects
 - Network Switch Infrastructure Upgrades (*Clearview, Highway, & Courthouse*)
 - 1. Delivered - Install To Be Scheduled
 - MS Annual Licensing – Finalizing
 - MS Teams – IT & Sheriff's Office Pilot - RESEARCHING
 - Server Infrastructure Strategic Planning & Budgeting
 - MS Server, Directory, & Policy Upgrades

CONSIDER: Future Agenda Items

Next Committee Meeting Tentative Date: Monday **October 7** -or- **October 21, 2019.**

Location: Room# 240 (ERP), Second Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.

IT Committee Meetings schedule – 2nd Monday of each month @ 6:00pm

County Board Meetings – 3rd Tuesday of each month